

ADDING THE TERM "POI&C" TO PURCHASING DOCUMENTS

MAIN has added the necessary profiles to print terms and conditions on agency purchase orders and direct purchase orders. This has been necessary due to the increase in the delegated authority to \$25,000.00. The ADPICS term "POI&C" (Purchase Order Instructions and Conditions) has been set to automatically print at the end of agency purchase orders and direct purchase orders (document/ document type PO/PA and DP/DA).

The POI&C term contains the minimum conditions that DMB, Office of Purchasing recommends be included on a purchase order. The terms have been approved by the Attorney General's office and should not be altered. Agencies may include additional terms on their purchasing documents that would apply to each contract situation. Questions may be directed to DMB, Office of Purchasing at (517) 335-0230.

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